



Government of West Bengal  
Food & Supplies Department  
Khadyashree Bhawan  
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<https://food.wb.gov.in>



File No. FS/Sectt./Sup/4M- 30/2022 (Pt- III)

No.: 5477

Dated: 21/11/2025

## ORDER

### **Subject: Implementation of Court Case Alert functionality in FPS vacancy disposal module.**

It has come to the notice of the Department that in relation to the creation and disposal of FPS vacancies, PDS matters etc., several petitions are filed in different Courts across the State rendering the matter sub- judice and on some occasions interim/ final orders are also issued. In absence of any dynamic tracking mechanism, such instances may be overlooked and, at times, actions that may amount to violation of directions of the Hon'ble Court have been initiated.

In order to prevent recurrence of such incidents and to ensure that no offer letter/licence is issued in contravention of any court order, the Department has developed an online **Court Case Status Tracking Module** in the FPS Vacancy Disposal Module. The system enables:

- Entry of court case details against each vacancy ID,
- Upload of interim orders, if any,
- Automatic locking/unlocking of offer letter/licence issuance based on the status of the case,
- Visibility of alerts to all officers involved in the vacancy disposal process, and
- A structured approval workflow for seeking permission to issue an offer letter/licence in exceptional circumstances.

On receipt of information regarding any court case against a vacancy, **any user from SCFS/RO up to DDPS/DR shall immediately enter the details of the court case in the Vacancy Module**. The status of the case may also be updated by these users as and when new developments occur. Once a court case is entered against a vacancy ID, **generation of the offer letter/licence shall be automatically locked by the system**.

Only the **Licensing Authorities (SCFS/RO)** may seek permission for issuance of the offer letter/licence against a locked vacancy. Such requests shall be disposed of by the **DCFS/JDR** after reviewing the case details entered in the module.

The user hierarchy for the module shall be as follows:

#### **System Hierarchy and User Roles:**

- Level 1 (Entry & Update Role): RO, SCFS.**
- Level 2 (Entry & Approver Role): DCFS, DDR/JDR.**
- Level 3 (Entry Role): Verifying Officers of DDPS/DR (assigned by DDPS/DR).**
- Level 4 (Entry Role): Admin VO (assigned by DDPS/DR).**
- Level 5 (Entry Role): DDPS/DR.**

All officers must ensure that court case entries are made immediately upon receiving any information in this regard. **Non-compliance shall be viewed seriously.**

The approved SOP for the module is hereby attached for ready reference.

This issues with the approval of the competent authority.

Yours faithfully,



Additional Secretary  
to the Govt. of West Bengal

Memo No. 5477- 1(4)/FS/Sectt./ Sup/4M- 30/2022 (Pt- III)

Date: 21/11/2025

Copy forwarded for information and necessary action to:

1. The Senior Special Secretary, Food & Supplies Department.
2. The Special Secretary (IT & Reforms), Food & Supplies Department.
3. The Director, Directorate of DDP&S/Rationing/Consumer Goods/I&QC.
4. The DCF&S, DDR/ JDR (All).



Deputy Secretary  
to the Govt. of West Bengal